

Scheduling an Appointment with an advisor or professor that you do not have a direct connection with

Step	Action	
1.	Log into LoboAchieve Username: Password:	using your UNM account information at loboachieve.unm.edu.
2.	Locate an advisor/faculty member by going to "Success Network" on the top side of the screen.	
3.	In the search bar enter the advisor/faculty member name.	
4.	Change the tab from Services to Members services (0) MEMBERS (1)	
5.	Locate your respective advisor that you're attempting to make an appointment with and click on their availability. Advisors	
6.	Select the appropriate appointment time that corresponds with your schedule. Office Hours Unavailable Sign Up	
7.	Fill out necessary information to complete appointment request. Add Appointment Never Mind Submit Submi	
	With:	
	Reason:	Select a reason
	Course:	No Course
	Select a reason in order to complete the following fields.	
	When:	10:45 am 06-20-2013
	Duration:	30 minutes
	Where:	Arts and Sciences Advisement Center
	Detailed Description:	
	Explain in detail what you are looking to accomplish in this appointment.	
8.	Click submit once finished completing all the information. Submit	